

WMSS EXAM SOP FOR STUDENTS (ONLINE)

1. Examination timetable will be distributed via WhatsApp to the students and parents accordingly.
2. Students must follow instructions given by the respective subject teachers.
3. Students can type or write their answer using ball pen. Gel pen/ liquid paper/ correction tapes are not allowed.
4. Students who do not have a printer, can write their answer in a test pad, take picture/ s and submit the answer personally to the teacher or submission via the platform indicated by the subject teacher.
5. Platform/s used for online examination is only **Schoology** and/ or **Google**. Upload the question 10 minutes before the exam starts and students need to upload their answer not more than 10 minutes after the exam over. Marks may be deducted for late submission.
6. If any unforeseen circumstances (internet connection) students may take pictures of their answer and submit it personally to the teacher via WhatsApp.
7. Students who are absent and do not sit for any paper, must produce Medical Certificate to get (TH). If no legitimate reason is given, the student will be given '0' as marks.

*** Mid-Term Exam/ End-Term Exam guidelines.

MID-TERM	ASSESSMENT AREAS	%
ATTENDANCE	Online attendance & Participation, Homework - Completion/ Punctuality	10
COURSEWORK	Individual	20
MID-TERM TEST	Charts/ Diagrams/ Maps, Cloze Passages, Key Words, Charts/ Diagrams/ Maps, Matching, MCQ, True/ False, WH Questions	70

END-TERM	ASSESSMENT AREAS	%
ATTENDANCE	Online attendance & Participation, Homework - Completion/ Punctuality	10
COURSEWORK	Individual	20
MID-YEAR & YEAR END EXAM	Public Exam Format	70

DISEDIAKAN OLEH,

DISAHKAN OLEH,

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 CIK P. RAJAMANI
 S/U PEP. DALAMAN

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 PUAN LIU YOKE CHEN
 PENGETUA